

NANCEAC reviewer requirements Policy and procedure

The purpose of this policy is to ensure that NANCEAC has access to a pool of highly qualified reviewers, and that the process of approving reviewers is clear.

NANCEAC's reviewer policy will:

1. Support the highest standards for NANCEAC accreditation;
2. Ensure that all reviewers have experience providing or supervising continuing education activities; and
3. Achieve accountability by having reviewers disclose financial relationships with commercial entities.

Requirements for NANCEAC reviewers:

- Provide current CV.
- Experience with continuing education – as presenter, organizer, or regulator.
- There must be no disciplinary action in last 10 years.
- The person must be currently licensed or previously licensed for at least 5 years.
- Complete a disclosure form listing all personal financial relationships with commercial entities.
- Have FNMRA Directors unanimous approval.

Procedure for approving NANCEAC reviewers:

1. FNMRA Directors can recommend names, or interested individuals can initiate contact with NANCEAC.
2. NANCEAC will contact, and then continue to follow up until letter and CV are returned, or until the person declines to be involved.
3. NANCEAC reviews CV for pertinent requirements.
4. If applicant is a health care provider, NANCEAC confirms license and no disciplinary action in last 10 years.
5. If the person qualifies, NANCEAC passes along name and CV to directors by email.
6. Initial approval is granted by email.
7. Individual completes and returns a *NANCEAC Financial Disclosure Form*
8. Decision is ratified at next FNMRA Director Meeting.
9. Approval from FNMRA Directors must be unanimous.